



COURSE CALENDAR 2019-2020

ABSENCE MANAGEMENT	BUDGET PROCESS/FINANCE
December 11, 2019 8:30 – 10:00 MCH 7 th Floor April 9, 2020 8:30 – 10:00 CityPlace 3134	April 9, 2020 10:30 – 12:00 CityPlace 3134 February 6, 2020 10:30 – 12:00 MCH 7 th Floor
CIVIL SERVICE- EVERYTHING YOU NEED TO KNOW	CONTROLLER'S PROCESS/PURCHASING
October 10, 2019 8:30 -10:00 CityPlace 3134 February 20, 2020 8:30 – 10:00 MCH 7 th Floor	October 17, 2019 8:30 – 10:15 CityPlace 3134 February 6, 2020 8:30 – 10:15 MCH 7 th Floor
COMMUNICATION SKILLS FOR SUPERVISORS	DISABILITY RIGHTS- Overview of Rights & Responsibilities
October 24, 2019 8:30 – 10:15 CityPlace 3134 January 9, 2020 8:30 – 10:15 MCH 7 th Floor	October 24, 2019 10:30 – 12:00 CityPlace 3134 January 9, 2020 10:30 – 12:00 MCH 7 th Floor
DISCIPLINE, DISCHARGE & THE GRIEVANCE PROCESS	EAP TOOLS FOR SUPERVISORS
December 4, 2019 8:30 – 10:00 CityPlace 3134 April 1, 2020 8:30 – 10:00 MCH 7 th Floor	November 7, 2019 10:30 – 12:00 CityPlace 3134 March 19, 2020 10:30 – 12:00 MCH 7 th Floor
HUMAN RESOURCE MANAGEMENT FOR SUPERVISORS	INTERVIEWING SKILLS
September 10, 2019 8:30 -10:30 MCH 7 th Floor March 5, 2020 8:30 – 10:30 CityPlace 3134	September 25, 2019 8:30 – 10:15 CityPlace 3134 March 24, 2020 8:30 – 10:15 MCH 7 th Floor
LEADERSHIP SKILLS	OVERVIEW OF COUNTY PERSONNEL POLICIES
September 25, 2019 10:30 – 12:00 CityPlace 3134 March 24, 2020 10:30 – 12:00 MCH 7 th Floor	November 7, 2019 8:30 – 10:15 CityPlace 3134 March 19, 2020 8:30 – 10:15 MCH 7 th Floor
PERFORMANCE MANAGEMENT and EMPLOYEE EVALUATIONS	WORKERS' COMPENSATION & WORKPLACE INJURIES INVESTIGATIONS
October 8, 2019 8:30 – 10:30 MCH 7 th Floor March 10, 2020 8:30 – 10:30 CityPlace 3134	September 17, 2019 8:30 – 10:00 MCH 7 th Floor January 14, 2020 8:30 – 10:00 CityPlace 3134

WORKPLACE ETHICS			WORKPLACE HARASSMENT PREVENTION & BARRIERS TO DIVERSITY AND INCLUSION		
November 13, 2019	8:30 – 10:00	MCH 7 th Floor	December 17, 2019	8:30 – 9:45	MCH 7 th Floor
February 4, 2020	8:30 – 10:00	CityPlace 3134	February 11, 2020	8:30 – 9:45	CityPlace 3134
WORKPLACE VIOLENCE- Prevention, Managing Conflict, & Investigations					
December 17, 2019	10:00 – 11:30	MCH 7 th Floor			
February 11, 2020	10:00 – 11:30	CityPlace 3134			

Location Key:

CityPlace = CityPlace, Room 3134

MCH 7th Floor = Monroe Community Hospital, 7th Floor Conference Room

REGISTRATION: Registration will be held in two sections:

1) For Fall Courses (September 2019 - December 2019) registration will begin on August 26, 2019.

2) For Spring Courses (January 2020 – May 2020) registration will begin on December 16, 2019

Please DO NOT register for classes prior to the registration date listed! Thank you.

To register for courses and to view a course calendar, please visit the Monroe County Intranet or <http://www.monroecounty.gov/hr-leadershipacademyreg>